

**Space Family Education, Inc.
Board of Director's General Meeting**

Thursday, August 18, 2010

Attendance:

BOD: Jay Leggett, Jeremy Jacobs, Larissa Arnold, Maureen Gerty, Nichole Williams, Sylvia Buchta

SFEI Staff: Diana Ritter, Nicole Dickerson

Members: Jennifer Madsen, Clint Baggerman, Alene Farrar

Safety Report

Close Calls

None

Accident/Illness Report

Monday (8/16) – A child showed the signs of heat exhaustion and was sent to the hospital. The child was okay and returned to the school the next day.

Director's Report

Staffing

A new Room 3 staff member has been hired. Stacy in Room 3 is readjusting her schedule in attempt to remain on full-time, negating the need to back-fill part time.

Ms. Phyllis will be working as the 3rd teacher in Rm2. There is currently no floater determined for Rooms 3 and 4.

Still working through the floater pool staffing shortage issues. Short on the younger side (rooms 2-5), long on the older side (rooms 6-9). The director requested permission from the board to hire another full-time teacher to address the teaching staff shortage. Due to current budget constraints, the BOD explored alternate options. The discussion ended with an action to the director to develop a staffing plan to either:

- 1) More effectively utilize the existing SFEI staff, or
- 2) Better substantiate the new hire (reflect staffing plan against state minimum requirements)

It was noted that Ms. Sandi was out with a medical issue, and would need a doctor's note issuing medical clearance to return to work.

Operations

Facility

Room moves are in progress. Changing Table in Nursing Rm needs to be moved to Rm5 (this was completed on 8/22).

Some staff will be in over the weekend to organize / decorate.

HVAC renovation should be complete by early next week.

Special Events

8/23 Luau

Committees Report

Education Curriculum

Workbooks were successfully printed via the JSC Print Shop!

Fundraising

Fall Festival / Carnival – were considering a larger event than in years past, but due to current budget constraints, the BOD provided direction to the director to continue planning the fall festival, but to place the “Carnival” on hold until the board can assess cost commitments vs. the current budget.

Newsletter & Webpage

Chris G just released the quarterly. Nice job!

Room Reports

Nothing to report.

Board Members' Reports

Policies and Procedures (N. Williams)

Discussed the success in filling most of the available slots for the new school year. We are still 6-7 short in the pre-K rooms, and not expecting to fill those slots this late in the summer. The board all expressed gratification in a job well-done by Amanda in this regard.

Discussed the concern that there have been several SOP changes, and that SFEI membership needs to sign a letter of acknowledgement regarding awareness of the changes. Proposed that we send out this signature page with the fall membership enrollment package (October).

Vanessa will have a draft version of the Employee Handbook out for review at the beginning of September.

Treasurer (M. Gerty / C. Baggerman)

C. Baggerman discussed at length both last year's operating budget and this year's proposed budget outline. Noted the substantial depletion of funds suffered by SFEI primarily due to:

- 1) Retention of the under-funded Kindergarten program last year
- 2) The Christmas facility renovation where parents were given a brake from tuition yet SFEI continued staff paychecks.

The current income & expense projections bring SFEI into the 'red' in both October and November. C. Baggerman discussed his efforts (unsuccessful) to secure a loan/line-of-credit with a commercial bank, and his tentative arrangement with Sterling Bank to 'cover' an over-draft of ~\$20K for a 'few days' until deposits are made from monthly tuition collections. The sale of one or both of our SFEI buses was also discussed. Estimates provided by M. Gerty suggested a plausible value in the \$20K range. This would

help the current situation (October), but would not completely prevent a negative bank balance in November. The current deferral/reduction of staff bonuses (due in July) was also discussed.

M. Gerty presented a rough market analysis comparing cost/benefits of comparable daycares in the Clear Lake area. This shows SFEI provides a substantially better value (all things considered). Discussion of a tuition increase was proposed, and will likely be entertained sometime this fall. In addition to budget cuts, staffing constraints, and the sale of SFEI assets (buses), this will likely be necessary to bring the center back into fiscal health.

M. Gerty agreed to continue working the sale of one school bus.
A follow-on meeting by the BOD was scheduled to execute a 'line-by-line' review of the center's proposed income and expenses for the upcoming school year.

Secretary (J. Jacobs)

Isn't this fun?

Vice President (Larissa Arnold).

Discussed the incident at summer camp (interaction between summer camp director and parent).
Corrective action was discussed, with a suggestion to the director to bring in conflict resolution training for teachers & staff.

Discussed the current medical issue with the room 5 teaching staff.

President (Jay L.)

Talked to staff about bonuses being delayed until September. Still committed to deliver the bonuses/support our staff, even in light of potentially having to take a loan to cover the expense.

HR Rep. (Sylvia B.)

Nothing to report.

Member Walk-Ons:

None

Future Topics:

Budget cost cutting, staffing, and tuition increase review
Fall Carnival / Festival
Summer Camp

Assigned ACTIONS:

| Actionee | Action | Date Assigned | Due Date / Complete? |
|--------------|--|---------------|----------------------------|
| N. Dickerson | Develop a staffing plan to address the needs (resources) to supplement in-room teacher support (floater pool) across the entire center. Present the plan to the BOD for consideration if additional hire is justified. | 8.19.10 | 8.20.10 |
| M. Gerty | Coordinate a meeting for a line-by-line review of the budget with the BOD. Maureen will be on vacation 8/26/10-9/6/10 | 8.19.10 | 8.24.10 COMPLETE |

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| N. Dickerson | Receive/review a medical note from room 5 teacher's treating doctor that clearly states she is in sufficient capacity to return to work as a care provider in a daycare facility. | 8.19.10 | TBD |
| N. Dickerson | Parent's request to place their child on 'tummy' for sleep time will be supported with a Doctor's note. Need to cross-check with the state licensing authority on the specific wording utilized on the doctors note to ensure that liability by SFEI is protected should anything every happen/go wrong. | 8.19.10 | TBD |
| M. Gerty | SELL A BUS!!! | 8.19.10 | 9.31.10 |
| N. Dickerson | Coordinate distribution of a letter (and update reference to the current SOP on the standard form for new members) outlining SOP changes to the SFEI membership (to be sent along with the fall membership enrollment package in October). | 8.19.10 | 10.??10 |
| N. Dickerson | Start publishing monthly financial statements for board review. Quick Books needs to be kept up to date, especially given these tight times. Action Due Date - 8/31 & every month forward. | 8.19.10 | 8.31.10 |
| L. Arnold | Initiate a subcommittee to investigate & coordinate a replacement to the Parentwatch program. (Cost cutting / improved service.) | 8.19.10 | 10.21.10 |
| N. Dickerson | Pursue getting an in-house "conflict management" training class for teachers and staff to be better prepared to deal with crazy parents & angry staff. | 8.19.10 | 10.21.10 |
| N. Dickerson | In accordance with state licensing requirements (RULE §745.4151), SFEI needs to incorporate a written policy regarding drug testing for employees and staff. Propose drug testing language to be incorporated into the employee handbook (Board to consider). | 8.19.10 | 10.21.10 |
| J. Leggett | Investigate the ability to reduce our operating budget with NASA provided transportation for fieldtrips. Also investigate adding the annual SFEI audit and lawn care to the upcoming NASA MOU. | 8.19.10 | 5.19.10 |
| N. Williams | Make sure that Amanda is aware that there will be some leeway given to parents who lose their job (meaning they won't have to remove their child after 1mth but will have the ability to stay in the childcare center until the end of the school year) | 8.19.10 | 8.31.10 |
| M. Gerty | Look into different shared virtual work spaces as a replacement to SharePoint. The existing SharePoint site required NASA VPN access & not all BOD members have that access. | 8.19.10 | 10.21.10 |